



NEIGHBORHOOD COMMISSION

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Minutes of Commission Training Committee Monday, August 28, 2006 Council Committee Meeting Room Honolulu Hale

CALL TO ORDER: Chair Jeanette Nekota called the meeting to order at 6:40 p.m.

MEMBERS PRESENT: Kalene Sakamoto, Bernard Kaahanui, Grant Tanimoto, Clara Ching, Jeanette Nekota, Ed Gall, Robin Makapagal, Sylvia Young, Sheila Apisa.

GUESTS: Tom Heinrich, Ron Lockwood (McCully/Moiliili Neighborhood Board No. 8, Chair); Debbi Glainstein, Linda Ure, and Jon Chinen (Kailua Neighborhood Board No. 31), Gary Bautista (Ewa Neighborhood Board No. 23).

STAFF: Joan Manke (Executive Secretary), Michelle Kidani, Marie Richardson, and Nola J. Frank.

Brainstorming Ideas for Training of Board Members:

Chair Jeannette Nekota stated that the Commission never had a budget for training. She noted that it was previously suggested that informational CD's be provided to board members. The committee ideas are being sought for the 2007 board elections.

Kidani mentioned that last year's orientation included budget training.

Sakamoto stated a list of areas where training is needed.

Lockwood suggested establishing an interactive website similar to those set-up for schools, the library system and groups, which could be accessed at anytime. Lockwood did not know the cost for training board members.

D. Glanstein said that Steve Glanstein had done parliamentary training for board members. She added that five neighborhood boards have members who are parliamentarians Debbi Glanstein (Board 31), Steve Glanstein (Board 18), Rachel Glanstein – Board 14, Ron Mobley (Board 20), as well as Commissioner Ching.

6:45 p.m. Commission Sheila Apisa arrived (8 Commissioners present).

Tanimoto suggested taking a step back and posting written materials not currently on the website within the last two or three years. There is a need to provide more written materials for board members.

Chair Nekota relayed that the board's budget guideline booklet is not posted on the website. It has been announced at board meetings that the booklet is on the website. Previously, quarterly chairs' meetings were held to brainstorm problem areas. This would not be a "Sunshine Law" issue if it were reinstated again. The problem is that board members that need training do not attend the sessions. Manke said she has spoken with staff person Bryan Mick to put the board's budget book on the website, which is a good working tool for board members. In addition, Nekota suggested adding printing to the budget, although cost of printing was a previous issue.

6:50 p.m. Commission Young arrived (9 Commissioners present).

Ching provided a two-page handout on parliamentary procedures to those present. Kidani said it would be a good idea to print the procedure in the board members' guidebook.

Questions, answers and comments:

Ure mentioned that one issue regarding the website is that to reach the NCO site, one must go through several agencies. She added that there is no way in government to identify Neighborhood Boards. It was suggested that



information pertaining to board members could be posted on the Neighborhood Commission or the Neighborhood Boards websites.

Glanstein asked if there are any plans to have an orientation relative to minutes as was done last year. The response was that a workshop on minutes was held for the staff last year.

Bautista commented that out of 444 board members, approximately 80% have web access. Computers are available for use at the libraries but are not always convenient due to people's work schedules.

Due to time restraints, Chair Nekota proposed a Training Committee meeting on another day for further discussion and brainstorming. A Saturday meeting was suggested. Kidani asked if the meeting would be held on a Saturday following the Revised Neighborhood Plan meeting. Sakamoto asked if a tentative date would be set. Chair Nekota responded, the date would probably be set for Saturday, September 30, 2006, at 2:00 p.m.

Training Committee suggestions for the next meeting were parliamentary training, minute taking for staff, and budgetary training for board members.

Lockwood suggested a September 15, 2006 deadline to email ideas for further discussion at the next meeting. All agreed with this suggestion.

Tanimoto added that the NCO staff would assist with the Commission committee meetings.

Chair Jeanette Nekota adjourned the meeting at 7:03 p.m.

Submitted by,

Nola J. Frank, Neighborhood Assistant